



Program Manager 2, OES

Class Code: 4923 – Exam Code: 6PB47

Departments: Office of Emergency Services
Opening Date: June 27, 2017
Final Filing Date: Continuous
Type of Examination: Departmental Open
Salary: \$8,254.00 - \$10,274.00

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open eligible list will be established by the California Department of Human Resources for use by the California Governor's Office of Emergency Services. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. **Eligibility expires 12 months after it is established.** Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Either 1

One year of experience performing duties of a class [comparable in level to that of a Program Manager 1, Office of Emergency Services, in the California state service.](#)

Or 2

Two years of experience performing duties of a class comparable in level to that of [Senior Emergency Operations Planner, Office of Emergency Services, in the California state service.](#)

Or 3

Three years of experience performing duties of a class [comparable in level to that of an Emergency Services Coordinator, Office of Emergency Services, Range B, in the California state service.](#)

Or 4

Experience: Five years of experience in emergency services activities in a position with [increasingly responsible management, planning, program evaluation, at least one year of which must have been in a supervisory capacity.](#) (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Program Manager 1, Office of Emergency Services.) and Education: [Equivalent to graduation from college.](#) (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

This is the full supervisory level over professional and analytical staff performing journey person level work. Incumbents at this level normally supervise a moderate number of professional and technical staff and spend the majority of their time in supervisory/managerial activities as distinct from working level assignments. Incumbents direct multiple emergency services program(s) in a geographic region; or direct a Section or Branch with multiprogram responsibility in planning preparedness and/or response recovery operations. They are responsible for a complex operation with multiple department or statewide influence that is critical to the Department's primary mission.

Special Personal Characteristics

Demonstrate ability to act independently, open-mindedness, flexibility and tact. Willingness to work unusual hours and on Saturdays, Sundays, and holidays and to travel throughout the State.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

To preview the Program Manager 2 Training and Experience Evaluation, select [Program Manager 2 preview examination.](#)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices and trends of public administration, including management analysis, planning, program evaluation or related areas; concepts, objectives, organization, and operations of Federal, State and local civil defense and disaster activities; California geography and resources as they relate to civil defense and disaster planning and operations; administrative problems involved in directing coordinated financial assistance programs; principles and practices of employee supervision, development and training; program development; formal and informal aspects of the legislative process; governmental functions and organization at the State and local level; methods and techniques of effective program management and supervision; organization, activities, and basic legislation concerning the Office of Emergency Services; principles of organization and budgeting; the Office's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to solve complex disaster preparedness problems; evaluate alternatives and provide recommendations; gain and maintain the respect, confidence, and cooperation of a wide variety of officials and other persons contacted in the work; analyze data and effectively present ideas; interpret Federal and State statutes; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; establish and maintain project priorities; and effectively utilize all available resources; plan, organize and direct the work of others; effectively contribute to the Office's affirmative action objectives.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will not be applied to the final score of competitors who are successful in this examination.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258
1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Program Manager 2, OES classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR Veterans' Information page](#), and the Department of Veterans Affairs.

Bulletin Revision date: 11/10/2021

FILING INSTRUCTIONS

Click the link below to be directed to the Training and Experience Evaluation. Upon completion of the Training and Experience Evaluation, it will be instantly scored.

***Please remember to print a copy of your exam results for your records. It may take up to 5 business days for eligibility records to appear in your CalCareer profile.**

Select [Program Manager 2, OES Training and Experience Evaluation](#) to access this online examination.